

**RICHMOND UNIFIED  
LOCAL HUMAN RIGHTS COMMITTEE  
MINUTES  
March 15, 2012**

**Committee Members Present:**

Barbara McDougald, Chairman	<u>Absent</u>	Janice Gant	<u>x</u>
Rhonda Carter, Vice Chair	<u>x</u>	Samara Gracia	<u>x</u>
Thomila Wilson, Secretary	<u>x</u>	Shareen Chavez-Young	<u>Absent</u>

**Affiliated Agencies Presents (check those present):**

Abundant Life	
Accent Group & Family Services, LLC	x
Arch Support Residential Services	
Community Alternatives Consortium	
Counseling & Advocacy	
Deuteronomy Eight Eighteen	
Diversity Training & Support Center	
Family Insight	
Family Integrated Counseling Services	
Family Maintenance Counseling	
Pathways Developmental Services, Inc.	
For A Good Cause Group Home	x
Harry Co, LLC	x
Inspiration House	x
It's A New Day	x
Outreach Residential	x
Pleasant View Residential	x
T.O.D.A.Y.S Youth Services	x
Vigilant Mindz, Inc	x
Virginia Counseling & Community Development	x
Youth and Family Counseling Services	x

**Others Presents:** Michael Curseen, Region IV Human Rights Advocate  
Walter “Buddy” Small, Region IV Human Rights Advocate  
Mary Long and Susan Anzecchini, guests

**Group B Agencies Absent (check those not present): 0**

For A Good Cause Group Home	_____
Harry Co, LLC	_____
Inspiration House	_____
It's A New Day	_____
Outreach Residential	_____
Pleasant View Residential	_____
T.O.D.A.Y.S Youth Services	_____
Vigilant Mindz, Inc	_____
Virginia Counseling & Community Development	_____
Youth and Family Counseling Services	_____

**I. Welcome/ Call to Order:**

**Ms. Rhonda Carter called the meeting to order at 5:45 PM**

**II. Introductions:**

Everyone introduced self and company/relationship to group. We had two guests and Mr. Walter "Buddy" Small, Regional Advocate join the group this evening.

**III. Review/ Approval of Draft Minutes: January 19, 2012-** The Committee motioned to approve the minutes of the meeting held at Diversity Training & Support Center, they were unanimously approved.

**IV. Public comments:** None

**V. Old Business:**

1. LHRC Follow-up RE: Resubmission of Corrected Quarterly Report for Reporting Period May 20, 2011 – July 7, 2011 for Virginia Counseling and Community Development – correct report form was submitted.

2. LHRC Follow-up RE: Crisis Wave Revised Procedures – Provider Training Updates for Virginia Counseling & Community Development – All employees have been trained in Crisis Wave on 2/29/12 by Mr. Gates (reported that he was an excellent trainer).

3. LHRC Follow-up RE: Corrections Requested for Quarterly Reports for Reporting Period July 8, 2011 – September 30, 2011:

a. Counseling & Advocacy – Pg. 3, questions 1 & 4 needs response – the report has been received.

b. Family Integrated Counseling Services – Pg. 3, question 1 needs more detail; Pg. 3, question 4 needs response – the report has been received.

c. Inspiration House – Two neglect allegations reported but only 1 documented. Need additional documentation – LHRC received one copy tonight, needed more for each member. The reports were verbally reviewed. Ms Thomila Wilson motioned to have the Executive Director give a detailed accounting of the step by step actions to ensure that the alarm is always set while the individual is in the home, due in 1 week. Janice Gant seconded the motion. Ms Thomila Wilson also motioned that the Executive Director correct and explain the discrepancies with the conflicting dates on the reports, due in 1 week. Janice Gant seconded the motion.

4. LHRC Follow-up RE: Corrections Requested for Quarterly Reports for Reporting Period October 1 – December 31, 2011:

a. Family Integrated Counseling Services – clarification concerning Pg. 3 question 1 and question 4 to be submitted – the report has been received.

b. Harry Co. – clarification requested concerning findings and actions taken – report has been received.

c. Outreach Residential - clarification concerning actions taken against staff – report has been received.

d. Pleasant View Residential – clarification requested concerning incident referenced in report. All committee members were handed a revised copy and was reviewed. Ms. Janice Gant moved to accept the amended quarterly report and Ms. Thomila Wilson seconded the motion.

e. T.O.D.A.Y.S. Youth Services – clarification requested concerning incident referenced in report. All committee members were handed a copy of the clarification and it was verbally reviewed. Ms. Janice Gant motioned to accept the clarification and Ms. Samara Gracia seconded the motion.

## **VI. New Business:**

1. Request for Affiliation (NEW) RE: New Legacy Youth Services, LLC for the Provision of Intensive In-home Services in Petersburg, VA – Mr. Kendrick Kelly, Executive Director. Ms. Samara Gracia motioned to move this to the next meeting. Ms. Thomila Wilson seconded the motion.

2. Request for Affiliation (Program Expansion) RE: ACCENT Group and Family Services for the Provision of Mental Health Support Services in Chesterfield, VA – Mr. David Taylor, Director. Information was presented. Ms. Thomila Wilson motioned to accept the expansion and Ms. Samara Gracia seconded the motion.

3. Human Rights Policies & Procedures Review: Pathways Developmental Services, Inc. This was a mistake and shouldn't have been on the agenda.

4. Richmond Unified REVISED LHRC Meeting Dates and Reporting Requirements. – Barbara McDougald, Chair. This was verbally reviewed by Mr. Michael Curseen. He stressed “Your report is due according to the schedule – even if you are not scheduled to be present at that meeting. Mr. Buddy Small also stated that all providers should print and read any attachments they receive and then they should bring them with them to the meetings.

5. Review of LHRC Expectations RE: Provider Attendance at LHRC Meetings – Barbara McDougald, Chair. This was read out loud by Ms. Rhonda Carter. Mr. Michael Curseen mentioned that all providers should be sure to have a back up person prepared to attend, that means brief the person on what is to be reported no matter what. This is so that if an emergency did arrive and you were unable to attend the other person can be prepared to stand in for you at a moment notice. They should be prepared enough to answer anything that the LHRC might ask in reference to any reports turned in.

6. Review of LHRC Expectations RE: Requests for Written Documentation – Barbara McDougald, Chair. This was read out loud by Ms. Rhonda Carter. She commented that it should be (6) not four (4) meetings per year to three (3) meetings per year. Mr. Michael Curseen explained the problem with the delay of submitting the written documentation (within the timeline that the LHRC requested) is that the “Old Business” on the agenda gets backlogged and the meetings end up being even longer. He also mentioned that the LHRC will exercise their authority to recommend to Licensing use citations for the lack of follow through/delay of submitting requested information – which in theory can jeopardize your license as a provider.

7. Arch Support – Review of Protective Devise use. Ms. Janice Gant moved to table this until next meeting. Ms. Samara Gracia seconded the motion.

**VII. Human Rights Activities Reporting (check those reporting at meeting):**

***THERE WERE NO QUARTERLY REPORTS DUE FOR THIS MEETING.***

- |   |       |
|---|-------|
| 1. Abundant Life                          | _____ |
| 2. Accent Group & Family Services, LLC    | _____ |
| 3. Arch Support Residential Services      | _____ |
| 4. Community Alternatives Consortium      | _____ |
| 5. Counseling & Advocacy                  | _____ |
| 6. Deuteronomy Eight Eighteen             | _____ |
| 7. Diversity Training & Support Center    | _____ |
| 8. Family Insight                         | _____ |
| 9. Family Integrated Counseling Services  | _____ |
| 10. Family Maintenance Counseling         | _____ |
| 11. Pathways Developmental Services, Inc. | _____ |
| 12. For A Good Cause Group Home           | _____ |
| 13. Harry Co, LLC                         | _____ |

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|---|-------|
| 14. Inspiration House                           | _____ |
| 15. It's A New Day                              | _____ |
| 16. Outreach Residential                        | _____ |
| 17. Pleasant View Residential                   | _____ |
| 18. T.O.D.A.Y.S Youth Services                  | _____ |
| 19. Vigilant Mindz, Inc                         | _____ |
| 20. Virginia Counseling & Community Development | _____ |
| 21. Youth and Family Counseling Services        | _____ |

**VIII. Advocate's Report:**

In-service Training:

1. Community Abuse & Neglect Report Form – Mr. Michael Curseen reviewed the form. He stressed the importance of details (full name, etc.) and the reporting timelines. He said that you must fill out as much as you can and submit this form within 24 hours of incident, then the completed written report must be submitted within 10 business days. He did report that if something did get in the way of completion of the investigation, then request an extension – you may get 6 more days, but only if you request.

2. Peer on Peer Reporting – Mr. Michael Curseen stressed that a peer on peer incident is viewed as a possible Staff neglect, not a peer as an abuser. What you are investigating is what the Staff did or did not do that may have caused the incident.

3. Revised Quarterly Report Form – Reviewed by Mr. Michael Curseen. He discussed the changes on Pg. 1 – the change is that the actual quarterly dates are listed, so you only have to mark which quarter it is and all providers will be reporting on the same time frame. The other changes are on page 3 – there is a written explanation as to questions #1 & 4, in hopes that all will be answering these questions appropriately (there are to be no N/A's).

4. FOIA Training - Mr. Small will do for the Committee Members at May Meeting

**IX. Attendance Report:**

11 (all of Group B plus 1) providers attended the March 15, 2012 LHRC Meeting

**X. Hosts for Upcoming Meetings & Dates**

Next meeting May 17, 2012 at Diversity Training & Support Center  
 Group A x Group B \_\_\_\_\_ Host: Accent Group & Family Services, LLC

Mr. Michael Curseen reported that this was his last meeting with us and introduced Mr. Walter "Buddy" Small as our new Advocate.

**XI. LHRC Membership Applicant (Executive Sessions):** Ms. Mary Gamache was not present.

**XII. Adjournment of Regular Meeting** 7:07 PM